

RELOCATE GRANT



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RAPID CITY

The **Elevate Relocate Grant** is here to provide reimbursement dollars for employers that bring talent from outside of our region to live, work, and enjoy the Black Hills.



PROGRAM:

Elevate wants to support more businesses in offering relocation incentives to qualified individuals. Offering a relocation incentive can help cover moving expenses such as: moving coordination and travel to handle logistics, fees, and temporary storage of personal items, rental or housing assistance that would cover the cost associated with breaking a lease or making a security deposit on the new place, real-estate services or temporary housing.

Grant funds can be used towards the relocation incentive of no more than two new employees. Employers can apply for reimbursement of up to \$2,000 per new employee not to exceed 50% of the new employee's total incentive. Maximum grant amount per employer per year is \$4,000.00. Grants are based on the availability of funds and are made on a first-come, first-served basis after contents of completed application are verified.

For more information contact: Taylor Davis
605-718-8456 // taylor.davis@elevaterapidcity.com

HOW TO APPLY

Applications under the Relocation Grant Program must be submitted on the prescribed form with all pertinent documentation provided. The application must be submitted electronically to: grants@elevaterapidcity.com. Elevate Rapid City reserves the right to request additional information if it deems the application information is not sufficient to make a decision upon the grant. Any refusal by the applicant to fully cooperate with Elevate concerning any request for additional information may disqualify the program immediately. Completion of this application constitutes submission for one (1) relocation grant for one (1) full-time position

TERMS AND CONDITIONS

Once an applicant has been successful in obtaining approval from the Elevate Grant Committee for a grant under the Elevate Rapid City Relocate Grant Program, the applicant shall execute a grant agreement which shall address the following conditions:

EMPLOYER

1. Employers must be located within 50 miles of Rapid City o be considered eligible
2. Maximum grant amount per employer per year is \$4,000.00, with a maximum allocation of \$2,000 per full-time employee, up to two employees per year. Funds will constitute no more than fifty percent (50%) of the total cost of the relocation expenses, not to exceed \$2,000, as a reimbursement.
3. The relocation incentive shall be one hundred percent (100%) paid by employer within one (1) year of the date of grant approval. Further extensions must be approved.
4. The applicant shall keep and retain invoices, commitment agreement and other documents which shall clearly indicate how the grant proceeds were utilized toward relocation costs. Those documents shall be provided to Elevate Rapid City (or its servicing agent) upon request for the duration of the grant.
5. The grant proceeds shall be disbursed directly to the business upon the receipt of all verification documentation to satisfy the terms, including the presentation of a signed letter of commitment or verification of relocation by the new hire, as well as proof of funds disbursed for relocation purposes.
6. Employer must be classified under one of the follow North American Industry Classification Codes in order to be considered eligible to receive funding: 211-213, 221, 311-339, 42, 48-49, 5132, 5171, 5174, 5178, 5182, 6211-6239 (excluding 6216, 6233), 523, 525, 5413, 5415-5417, 5511, or 928110.

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NEW HIRE

1. New hire must be located outside of the Rushmore Region and subsequently relocate within 50 miles of Rapid City.
2. Position must be at full-time status and benefit-eligible, and can be either a new or existing role at the business. New hire must be paid a competitive salary for the industry, or a minimum of \$20/hour (\$41,600/year), whichever is higher. For the purpose of this grant, "competitive salary" is defined as a wage within the 50th percentile for the position in our region and will be verified with the employer at the time of application submission.
3. The intention of the program is to support a new hire who is fully qualified for the position with little to no additional training necessary.

GRANT ADMINISTRATION

1. The grant proceeds shall only be used for the purposes expressed within the Terms of this application and will remain valid for up to one year from contract execution date.
2. The applicant, by accepting the grant proceeds, or any part thereof, agrees to hold Elevate Rapid City, its Board, Committees, employees, and agents, harmless from any and all liabilities or claims caused by or resulting from the applicant's performance of the obligations or activities in furtherance of the project work or in the receiving of the grant funds. Further, the applicant will reimburse Elevate Rapid City for any judgments for findings which may be obtained against Elevate Rapid City resulting from the project work or the making of such loan. Further, the applicant agrees to defend against any such claims or legal actions if called upon by Elevate Rapid City to do so.
3. Elevate Rapid City here within holds the right to provide discretion over the administration of the Relocation Grant and its eligibility requirements, and as such can support accommodations as necessary.
4. **CONFLICT OF INTEREST:** No employee of Elevate Rapid City, or members of their families, shall have any interest in, direct or indirect, or be eligible for this grant program. Elevate Rapid City Board members shall disclose any interest, direct or indirect, on loans Elevate is considering.
5. **PUBLIC ANNOUNCEMENT:** Please be advised that your company may be highlighted by Elevate Rapid City. Company proprietary or trade secret information WILL NOT be disclosed.



RELOCATE GRANT

APPLICATION INFORMATION	
Business/Employer Entity Name	
NAICS	
Full Time Employee Count	

PRIMARY POINT OF CONTACT			
Name			
Address		City, State, Zip	
Phone			
E-mail			

BUSINESS INFORMATION	
Is this position a recurring need for your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many individuals do you wish to relocate?	<input type="checkbox"/> One <input type="checkbox"/> Two
Does the business currently or in the past offered a relocation incentive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a candidate been identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What position will this individual fill?*	
What is the annual salary for this position?	\$

* Please attach the job description for the position to this application upon submission

Authorized Signatory

Date

Elevate Signatory

Date

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